

24 May 1956

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MEMORANDUM FOR: [REDACTED]

SUBJECT: Meeting of CIA Incentive Awards Board

In accordance with the provisions of [REDACTED]

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Incentive Awards Program, the CIA Incentive Awards Board will meet on Thursday, May 31, 1956 at 10:00 a.m. in Room 2611, Curie Hall.

FOR THE CHAIRMAN, INCENTIVE AWARDS BOARD

[REDACTED]
Executive Secretary

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Suggestion No. 2360 Date: 23 May 1956
[REDACTED] DD/P - FI/RI Supervisor GS-7

A. Suggestion:

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This suggestion concerns the distribution of [REDACTED] for both Headquarters recipients and Field. When the copies are received in the RI/Distribution Section from the printing plant we in turn notify the Publications Control Officer for DD/P, who then notifies the originating office that the copies have been received and is ready for distribution.

Then the boxes, containing usually four hundred or more copies have to sit in the office until the originating office prints up a covering memo to accompany each Handbook to be distributed.

If these memo's were printed in advance and attached right to the Handbook while it is being put together at the printing plant, all the lost time of waiting for release could be eliminated.

Time consumed waiting for release takes two, three or more weeks. When release finally is received the employee making the distribution must attach one or more memo's to each Handbook which makes the job of a simple distribution which could take two or three hours, twice as long as is necessary.

B. Evaluation of Concerned Office:

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Memorandum of [REDACTED] Chief, SSA/Publications Control, dated 5 June 1956 states:

"The subject suggestion has merit, but steps had already been taken prior to its receipt to effect the improvement noted.

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"The problem has, to the best of our knowledge, been limited to certain specialized handbooks, in connection with which the originator considered it desirable to have a [REDACTED] also published. There have been only some half-dozen publications of this type processed to date.

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"Prompted by the delay which developed in distributing the latest such handbook, we recently spoke with the officer who is in charge of coordinating the publications in question, and requested that in future cases the need for a [REDACTED] be considered along with the handbook itself and, if a notice were planned, that its publication be requested at the same time the request for publication of the handbook is submitted through this office. In this way, both documents could be simultaneously forwarded to any appropriate components for concurrence, and then to DDP for approval and authentication; and arrangements could be made to have the notice printed and ready by the time the published handbook was received from the Plant.

C. Recommendation of the Executive Secretary:
Disapproval

O.K.

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Approved For Release 2001/07/31 : CIA-RDP80-00832A000300010018-4

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Suggestion No. 2353 (Cont'd)

"It reduces the monotony of the mailing and courier activity and permits extra time to be spent on other clerical duties. The suggestion is particularly timely since overtime requirements in the clerical processing work, which is a part of this section, is burdensome this time of the year as well as being a problem at other times. The savings of \$900 to \$1,000 is a reasonable estimate and can be measured in terms of that much saving of overtime requirements."

IA Staff Note:

1. The memo dated 17 May 1956 transmitting the suggestion was signed by the DD/OS and stated that the suggestion had been adopted.

2. Further followup with the Administrative Officer of Security (the evaluator) revealed that tangible savings would be at least \$1,000 as the courier's pay had been computed at basic hourly rate rather than at overtime rate. He also stated that recognition of intangible benefits (improved morale) seemed in order as (1) Decreased need for overtime work thus cut down on the need for requesting employees to work overtime this time of year; (2) Permitted variation to courier and mailing duties.

C. Recommendation of the Executive Secretary:

1. Adopt. Award of \$70 (\$50 for tangible savings of \$1,000 and \$20 for intangible benefits--improved morale).

2. After Committee decision on basis of above adoption and prompt evaluation by OS, recommend referral to Mgt. Staff/O&M for study of other possible areas in Agency components beyond Security where this suggestion might apply, such as Logistics, OO/Contact Division, and [REDACTED] If wider adoption results, suggestion may be reconsidered for supplemental award later.

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OK, and ✓

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Suggestion No. 2352

16 May 1953

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ONE Secretary

GS 5/1

A. Summary of the Suggestion:

Suggerster proposes that because stencil correction fluid costs 50¢ per ounce and is generally thrown away after one third is used because it becomes too gummy to be effective, that

1. A solvent be provided which may be added to the fluid as necessary.
2. Buy the fluid in smaller bottles than the present one-ounce size.

B. Evaluation of Concerned Office:

The Office of Logistics states:

"Stencil Correction Fluid, Stock Number 7/7510-1-2-1013, as carried by the Agency Stock Rooms is available only in one ounce bottles. This item is obtained from the General Services Administration at the cost of \$0.03 per bottle (one ounce). A check of Agency Catalogs and the G.S.A. schedule discloses no solvents of the type mentioned which would neutralize the gummy nature of the solvent. Since this correction fluid is designed to solidify upon exposure to the oxygen of the air, extra precaution is required to tightly cap the bottle after each use; however, there is no way to completely preclude such exposure.

"The small initial cost and relatively low consumption of the correction fluid by the Agency do not justify the expense of trying to effect a special purchase and stockage of a solvent as recommended, since the cost of the possible cure would be equal to or greater than the expected loss of unusable correction fluid.

"G.S.A. has been queried as to the possibility of obtaining the correction fluid in smaller size bottles. The one ounce bottle is the smallest commercial size available. The Agency requirement is not sufficient to have it specially stocked for us by G.S.A. in smaller containers."

C. Recommendation of the Executive Secretary:

Non-adopt.

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Suggestion No. 2348

Date of Suggestion: 18 May 1956

STATINTL

██████████ Scientific Intelligence Analyst Gs-9

A. Summary of the Suggestion:

Suggester proposes that transparent typewriter covers be used to lessen a possible source of security violations. The transparent covers would preclude the present need to remove typewriter covers in order to do a proper security check.

B. Evaluation of the Concerned Office:

The Office of Security on 25 May 1956 stated the following:

"There has been only one security violation involving a typewriter during the past two years. This violation was due to the fact that a legible typewriter ribbon (used in typing classified material) had not been removed from the typewriter. The use of a transparent typewriter cover would not have enabled the after hours checker to discover the violation because a close examination of the ribbon was necessary. In view of the foregoing, it is not believed that the adoption of the suggestion would materially reduce the number of security violations."

C. Recommendation of the Executive Secretary:

Disapproval

OK

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